



**ILLINOIS STATE TREASURER
DAN RUTHERFORD
JOB OPPORTUNITY ANNOUNCEMENT**

Position Title: Research & Reporting Analyst
Division: Unclaimed Property
Starting Salary: \$35,000
Location: Springfield, Illinois
FLSA: Exempt

Position Summary: The Research & Reporting Analyst identifies entities for potential audit to determine if they are holding reportable property for citizens of the State of Illinois. Attendance is an essential function of this position.

Supervision: Reports to the Manager of Reporting, Examination & Compliance

Duties and Responsibilities: Examines reporting history; researches corporate structure, revenues, growth patterns, industry trends, etc. of potential candidates for Unclaimed Property examinations. Performs research projects as assigned related to compliance issues; tracks information related to Voluntary Disclosure Agreements and assists in efforts to promote Unclaimed Property compliance. Discusses miscellaneous examination issues with third-party vendors or holders; serves as primary liaison with third party audit companies; and serves as point of contact for in-house examinations staff for logistics. Performs other duties as assigned or required which are reasonably related to the duties enumerated above

Specific Skills: Applicant should possess familiarity with the Illinois Uniform Disposition of Unclaimed Property Act and a working knowledge of Wagers UPS2000. Applicant should also have the ability to communicate effectively in both oral and written form in a logical and concise manner; be proficient in computer operations skills including Excel, Outlook and Microsoft Word, and have the ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.

Education and Work Experience: Bachelor's degree in business or other related field; two (2) or more years of audit experience; and unclaimed property industry experience; OR any equivalent combination of experience, education, and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send application materials including letter of interest and resume to:

Director of Human Resources
Office of the Illinois State Treasurer
400 West Monroe, Suite 401
Springfield, IL 62704
E-mail: HR@treasurer.state.il.us

Equal Employment Opportunity Employer
Applicants must be lawfully authorized to work in the United States